



Number: B97-59

---

Serving the People of California

INFORMATION BULLETIN

Date: November 4, 1997

Expiration Date: 9/4/98

69:78:va

TO: SERVICE DELIVERY AREA ADMINISTRATORS  
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS  
JTPD PROGRAM OPERATORS  
JTPD STAFF

SUBJECT: CO-ENROLLMENT TECHNICAL ASSISTANCE GUIDE

This Information Bulletin transmits a copy of the Co-Enrollment Technical Assistance Guide, DE-8306 and announces the release of two new forms; Referral Form, DE 8308, and Trade Act Inquiry Form, DE 8307. This guide is to assist the Employment Development Department (EDD) Job Service (JS) staff, Service Delivery Area (SDA) staff, and Private Industry Council (PIC) staff in serving trade impacted dislocated workers.

Also included in this Information Bulletin is the EDD Electronic Field Office Directive (E-FOD), 97-77. The E-FOD provides additional information for EDD, SDA, and PIC staff.

The procedures contained in the Co-Enrollment Technical Assistance Guide establish eligibility requirements for applicants of Trade Adjustment Assistance and North American Free Trade Agreement Transitional Adjustment Assistance. In addition, the procedures are intended to help promote cooperative efforts among local partners. The local EDD field offices and the Job Training Partnership Act partners may tailor the procedures to meet their specific coordination needs.

The SDAs and PICs may request additional copies of the guides and forms by contacting their local EDD JS field office.

If you have any questions about this guide please contact Dinnie Meeks at (916) 654-9430.

/S/ BILL BURKE

Acting Assistant Deputy Director

Attachments available on Internet:

1. EDD Electronic Field Office Directive (E-FOD), 97-77

Attachments not available on Internet. To obtain a copy e-mail JTPD at JTPDLIB@EDD.CA.GOV (subject line should read: "Attachment") or contact Jim Scholl at (916) 657-4610.

2. Co-Enrollment Technical Assistance Guide, DE-8306
3. Referral Form, DE 8308
4. Trade Act Inquiry Form, DE 8307

\*\*\*\*\*EDD ELECTRONIC FIELD OFFICE DIRECTIVE 97-77\*\*\*\*\*

To: Division Chiefs  
Field Office Managers

E-FOD No. 97-77  
Issued: September 5, 1997  
Expires: September 4, 1998

From: Operations Branch  
Unemployment Insurance Division

Subject: CO-ENROLLMENT TECHNICAL ASSISTANCE GUIDE

ACTION REQUIRED: Bring to the attention of all TAA/NTAA staff

CONTACT:	NAME	TELEPHONE	CALNET	EMC2/TAO ID
	Dinnie Meeks	(916) 654-9430	8 464-9430	DMeeks

#### I. SUMMARY/BACKGROUND

This directive announces the release of a Co-enrollment Technical Assistance Guide, DE 8306 to assist Employment Development Department (EDD) Job Service (JS) Staff, Service Delivery Area (SDA) Staff and Private Industry Council (PIC) staff in serving trade impacted dislocated workers.

In October 1995, a workgroup was established as part of a Trade Act demonstration project to focus on ways to encourage coordination between EDD and Job Training Partnership Act (JTPA) Title III providers to give the trade impacted dislocated workers seamless service in efforts to help those workers become re-employed. The workgroup compiled the guide so that it may be used as a model.

This directive announces the release of two new forms; Referral Form, DE 8308 and Trade Act Inquiry Form, DE 8307. The Referral Form may be used by EDD and JTPA to refer clients to either agency for co-enrollment purposes. The Trade Act Inquiry Form may be issued by any partner of EDD to the partner's clients. This completed form will assist the partner agency in identifying potential trade impacted workers or employers.

## II. REFERENCES

Training and Employment Guidance Letter No. 2-94

## III. PROCEDURES/INSTRUCTIONS

The procedures contained in the Co-Enrollment Technical Assistance Guide are designed to promote cooperative partnerships, maximize resources, and establish requirements for determining and verifying the eligibility of co-enrollment of applicants for Trade Adjustment Assistance (TAA)/North American Free Trade Agreement Transitional Adjustment Assistance (NTAA) and JTPA. These procedures should be used in conjunction with existing procedures or manuals. The local EDD and JTPA partners may tailor the procedures to meet their specific coordination needs.

It is anticipated that by September 26, 1997, all EDD JS field offices, SDAs and PICs will receive two copies of the Co-enrollment Technical Assistance Guide and a supply of both forms (English only).

SDAs and PICs may request additional guides and forms by contacting their local EDD JS field office. EDD field offices may order additional Co-enrollment Technical Assistance Guides, Referral Forms and Trade Act Inquiry Forms directly from Business Operations Planning and Support Division using a Publication Center Service Request, DE 1903. When ordering, send a sample of the requested document. Listed below are the documents referenced above.

FORM NUMBER (Item)	NAME (Description)
DE 8306	Co-enrollment Technical Assistance Guide
DE 8308	Referral Form
DE 8307	Trade Act Inquiry Form
DE 8307/s/	Trade Act Inquiry Form (Spanish). (Order translation as per business needs.)

/S/ ROBERT L. GARCIA  
Deputy Director